State Library of North Carolina

Public Library Statistical Report
Instructions and Data Definitions
July 1, 2011 – June 30, 2012

The statistics collected on this form are used to compile the annual Statistics and Directory of North Carolina Public Libraries. Selected data are also reported to the Public Library Statistics Cooperative (PLSC) to be used in the creation of a composite report on public libraries in the United States by the Institute of Museum and Library Services. Definitions ensure comparability of data from different libraries and different states.

Unless otherwise indicated, report data for the year beginning July 1, 2011 and ending June 30, 2012

Questions?
Call the state Library at (919) 807-7400 and ask to speak with:
- Your library's liaison consultant
- Laura O'Donoghue, State Data Coordinator
- Jennifer Pratt, Chief of Library Development

Thank you for your cooperation!

LIBRARY PROFILE

Service Outlets

20. Central library
A single outlet library, or the service outlet which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with the main library.

Note: Administrative centers are counted separately, i. e., offices that are separate from the direct service outlets and do not provide direct library services, but may provide staff, materials, and services to other libraries.

21. Branch libraries
An auxiliary unit which has all of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public. County libraries of a regional system are listed here. Report all branches including those housed in the same building as the regional library.

This data element is reported to PLSC.

22. Bookmobiles
A traveling branch library which has all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.

This data element is reported to PLSC.

23. Other mobile units
Other vehicles or vans used for library programming (e. g., service to daycare centers, senior centers, etc.) that do not meet the definition of "bookmobile" above.

Service Hours

24. TOTAL hours open to public per year (all locations)
This is the sum of annual public service hours for all outlets. It is automatically calculated based on the hours reported individually for the central library, branches, bookmobiles and books by mail service in Question 152 under Branch Information.

This data element is reported to PLSC.

LIBRARY STAFF

Report all personnel figures in FTEs as of June 30, 2012. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). To compute full-time equivalents of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40. Example: Two employees working 38 hours per week would be considered 1.9 FTE. (2 x 38/40 = 1.9)

25.	FTE Librarians with MLS accredited by ALA	Paid librarians with a master's degree from programs of library and information studies accredited by ALA. Graduates whose library schools received accreditation within five years after their graduation should be included in this count ("grandfathered in"). *This data element is reported to PLSC.*
26.	FTE Librarians with MLS not accredited by ALA	Paid librarians with a master's degree from programs of library and information studies not accredited by ALA but having North Carolina Public Librarian Certification. *This data element is reported to PLSC.*
28.	FTE all other paid staff	Includes all other employees paid from the reporting unit budget including plant operations, security, and maintenance staff. *This data element is reported to PLSC.*

Salaries

30.	Director's salary	Salary as of July 1, 2012.
31.	Salary range of Library Director position	The minimum salary and maximum salary of this position as of July 1, 2012.
32.	Year of appointment of Library Director	Year in which the library director was employed in that position.
33.	Minimum MLS librarian salary	Minimum salary paid to a beginning MLS librarian as of July 1, 2012.
34.	Minimum paraprofessional hourly rate - with high school diploma	Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.

35.	Minimum paraprofessional hourly rate - with 2 years of college	Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.
36.	Minimum paraprofessional hourly rate - with 4 year degree	Minimum hourly rate paid to a beginning paraprofessional position requiring listed educational level.

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for capital expenditures, contributions to endowments, income passed through to another agency (e. g., fines), or funds unspent in the previous fiscal year (e.g. carryover).

Local Government Funds   *The total of these data elements is reported to PLSC.*

37.	Municipal funds	Includes all tax and non-tax receipts designated by municipalities and available for expenditure by the public library.
38.	County funds	County funds include all tax and non-tax receipts designated by counties and available for expenditure by the public library.

State Funds   *The total of these data elements is reported to PLSC.*

| 40. | Aid to Public Libraries grant | Report total amount received in State Aid from the Aid to Public Libraries Fund.

Note: This data will be updated by State Library staff prior to PLSC submission. |
|---|---|---|
| 41. | Other state funding | Grants from the state of North Carolina other than those allocated by the formula from the Aid to Public Libraries Fund. Includes all other funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. |

Federal Funds   *The total of these data elements is reported to PLSC.*

43.	LSTA funds	Report all LSTA grants distributed by the State Library to the public library for expenditure.
44.	Other federal funds	Enter federal grants distributed directly to the public library,

such as National Endowment for the Humanities (NEH) grants, Higher Education Act (HEA) grants, etc.

Other Funds

46. All other funds

All operating income other than that reported as local, state and federal funds in lines #37-45. Include only those items that were added to the library's operating budget. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

This data element is reported to PLSC.

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category.

Personnel

48. Salaries and wages

The salary and wages for all library staff (including plant operations, security, and maintenance staff). Include salaries and wages before deductions but exclude employee benefits.

This data element is reported to PLSC.

49. Employee benefits

Benefits outside of salary and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts spent by the library for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation,

workmen's compensation, tuition, and housing benefits. Only that portion of any employee benefits paid out of the library's budget should be reported.

This data element is reported to PLSC.

Collection

This includes all operating expenditures from the library budget for materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

51. Print materials expenditures

Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

This data element is reported to PLSC.

52. Electronic materials expenditures

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, audio and video downloadables, eserials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Note: Based on ISO 2789 definition.]

Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures.

This data element is reported to PLSC.

53. Other materials expenditures

Report all operating expenditures for other materials, such as microform, audio and video physical units, DVD, and materials in new formats.

This data element is reported to PLSC.

Other

55.   Other operating expenditures   Include all expenditures not covered in the sections for personnel and collections. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

This data element is reported to PLSC.

Unencumbered Operational Balance

57.   Total unencumbered operational balance   Report operational funds that are unencumbered as of June 30, 2012.

Capital

Report all revenue to be used for major capital expenditures. Examples include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, and other revenue to be used for major capital expenditures. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

58.   Local capital income   Report all governmental funds designated by the community, district, or region and available to the library for the purpose of major capital expenditures, except for state and/or federal money distributed by the local government.

This data element is reported to PLSC.

59.   State capital income   Report all funds distributed by state government for expenditure by the library for the purpose of major capital expenditures, except for federal money distributed by the state.

This data element is reported to PLSC.

60.   Federal capital income   Report federal governmental funds, including federal funds distributed by the state or locality, and grants and aid received by the library for the purpose of major capital expenditures.

This data element is reported to PLSC.

61.   Other capital income

Report private (non-governmental) funds, including grants received by the library for the purpose of major capital expenditures.

This data element is reported to PLSC.

63.   Total capital expenditures

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects.

Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines). Funds transferred from one public library to another public library should be reported by only one of the public libraries.

This data element is reported to PLSC.

LIBRARY COLLECTIONS

Under this category, report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts. Count the total library collection, not just items added during FY 2011-2012.

Print Materials

64.   Books
to
70.

Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates.

This data element is reported to PLSC.

71.   Serial volumes   Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half the issues in a publisher's volume.

Electronic Materials

74.   Electronic books (e-books)   E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.

Report the number of units. Report only items the library has selected as a part of the collection (exclude public domain / uncopyrighted e-books that have unlimited access (e.g., Project Gutenberg)).

This data element is reported to PLSC.

Licensed Databases

Report the number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library (directly or through a cooperative agreement within the state or region), or acquired by formal agreement with the State Library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

These data elements are reported to PLSC.

Note: Each database is counted individually even if access to several databases is supported through the same vendor interface.

75.	Local/other cooperative agreements	Report the number of databases acquired by the library directly or through a regional or state-wide cooperative agreement.

76.	NC LIVE	The number of NC LIVE databases will be pre-filled by State Library staff and should not be included elsewhere.

Non-Print Materials

78.	Audio - physical units	These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio CD ROMs), audio reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two compact discs for one recorded book) and checked out as a unit are counted as one physical unit.

This data element is reported to PLSC.

79.	Audio - downloadable titles	These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically.

Report the number of titles. Report only items the library has selected as part of the collection.

This data element is reported to PLSC.

80.	Video - physical units	These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD ROM. Do not include downloadable electronic video files.

Report the number of units, including duplicates. Items packaged together as a unit (e.g. two compact discs for one recorded book) and checked out as a unit are counted as one physical unit.

This data element is reported to PLSC.

81. Video - downloadable titles

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device.

Report the number of titles. Report only items the library has selected as part of the collection.

This data element is reported to PLSC.

82. Other non-print materials

Report the number of physical units for all other non-print materials. Include microfiche, microfilms, and other microforms.

Current Serial Subscriptions

Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Include current serial subscriptions in print only. Data on current electronic serial subscriptions is no longer reported to PLSC.

83. Current print serial subscriptions

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

This data element is reported to PLSC.

Note: Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets. For example, if the library has four subscriptions to Time, then count four subscriptions.

SERVICE MEASURES: CIRCULATION

84. to 103. Annual circulation of all library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loans checked out to users should be counted. Do not count intra-library loans (i.e. materials borrowed between branches) or items checked out to another library.

The total of these data elements is reported to PLSC. Total circulation of juvenile materials is also reported to PLSC.

OTHER SERVICE MEASURES

Registered Users

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials or gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

The total of these data elements is reported to PLSC.

104.	Adults	Number of adults in the community served who have registered as borrowers.
105.	Juveniles	Number of juveniles in the community served who have registered as borrowers.

Attendance in Library

107.	Number of persons entering library during the year	Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.
		This data element is reported to PLSC.

Programs

A program is any planned event which introduces those attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of

the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include book clubs and summer reading events.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a book club offered every two weeks, 24 weeks a year, should be counted as 24 programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, and mentoring activities.

The total attendance at children's and young adult's programs are reported to PLSC.

108.	Adult programs - in library	The number of programs for which the primary intended audience is persons age 19 and older AND which are held within a library building or on library grounds.
109.	Adult programs - outside library	The number of programs for which the primary intended audience is persons age 19 and older AND which are held outside a library building or grounds.
110.	Children's programs - in library	The number of programs for which the primary intended audience is persons age 11 and under AND which are held within a library building or on library grounds.
111.	Children's programs - outside library	The number of programs for which the primary intended audience is persons age 11 and older AND which are held outside a library building or grounds.
112.	Young adult programs – in library	The number of programs for which the primary intended audience is young adults 12 to 18 years AND which are held within a library building or on library grounds.
113.	Young adult programs – outside library	The number of programs for which the primary intended audience is young adults 12 to 18 years AND which are held outside a library building or grounds.
115.	Adult program attendance - in library	Attendance by ALL ages at programs for which the primary intended audience is persons age 19 and older AND which are held within a library building or on library grounds.
116.	Adult program attendance - outside library	Attendance by ALL ages at programs for which the primary intended audience is persons age 19 and older AND which are held outside a library building or grounds.

117.	Children's program attendance - in library	Attendance by ALL ages at programs for which the primary intended audience is persons age 11 and under AND which are held within a library building or on library grounds. Includes adults who attend programs intended primarily for children.
118.	Children's program attendance - outside library	Attendance by ALL ages at programs for which the primary intended audience is persons age 11 and under AND which are held outside a library building or grounds. Includes adults who attend programs intended primarily for children.
120.	Young adult program attendance – in library	Attendance by ALL ages at programs for which the primary intended audience is persons age 12 to 18 and under AND which are held within a library building or on library grounds. Includes adults who attend programs intended primarily for children.
121.	Young adult program attendance – outside library	Attendance by ALL ages at programs for which the primary intended audience is persons age 12 to 18 and under AND which are held outside a library building or grounds. Includes adults who attend programs intended primarily for children.
124.	Meeting room use (non-library)	Number of events held in library meeting rooms for functions not sponsored, organized or initiated by the library.
125.	Meeting room attendance (non-library)	Attendance at events held in library meeting rooms for functions not sponsored, organized or initiated by the library.

Reference Transactions

126.	Reference questions	A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, electronic mail, or through live or networked electronic reference service from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where

are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

This data element is reported to PLSC.

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

Interlibrary Loans

Library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration; do not count "branch to branch" loans as interlibrary loans.

127.	Items loaned (items provided to)	The annual count of library materials, or copies of materials, provided by one library to another upon request.
		This data element is reported to PLSC.
128.	Items borrowed (items received from)	The annual count of library materials, or copies of materials, received by one library from another upon request.
		This data element is reported to PLSC.

ELECTRONIC TECHNOLOGY

Services

| 130. | Internet computers used by staff only | Report the number of the library's Internet computers (PCs and laptops) used by staff only. If both the public and staff use a computer, count it as a public computer. |
| 131. | Internet computers used by general public | Report the number of the library's Internet computers (PCs and laptops), whether purchased, leased or donated, used by the general public in the library. |

This data element is reported to PLSC.

Uses

132. Number of uses of public Internet computers per year

Report the total number of uses (sessions) of the library's Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet uses (sessions) cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of uses (sessions).

This data element is reported to PLSC.

Note: The number of uses (sessions) may be counted manually, using registration logs. Count each use (session) for public internet computers, regardless of the amount of time spent on the computer. A use (session) on the library's public internet computer(s) three times a year would count as three uses (sessions). Software such as "Historian" can also be used to track the number of uses (sessions) at each public internet computer. If the data element is collected as a weekly figure, multiply that figure by 52 to annualize it.

Reminder: This count includes only the library's Internet computers. Do not include Wi-Fi access using non-library computers.

133. Remote OPAC sessions

A session is defined as a successful request of the library's online catalog from outside the library facilities (e.g., home, school, office). It is one cycle of user activities that typically starts when a user connects to the OPAC and ends by terminating activity in the OPAC that is either explicit (by leaving the database through log-out or exit) or implicit (timeout due to user inactivity).

134. Virtual visits

A user's request of the library web site from outside the library premises regardless of the number of pages or elements viewed. Excludes web site visits from within the library.

BRANCH INFORMATION

Several of the following items will be pre-filled in the online form, using data from last year's entries. Answer this section for each service outlet, including the central library, branches and bookmobiles. To add a new library outlet or change the name of an existing outlet, contact Laura O'Donoghue, State Data Coordinator, at 919-807-7419.

135.	Name of branch	Name of the branch library or outlet.
		This data element is reported to PLSC.
136. to 139.	Mailing address	The address for mail delivery via US Postal Service.
140.	Street address	The complete street address of the branch or outlet. Note: Do not report a post office box address. For a bookmobile that operates from a central office or branch, report the address of the office or branch.
		This data element is reported to PLSC.
141.	City	City or town in which the branch or outlet is located.
		This data element is reported to PLSC.
142.	Zip code	The standard five-digit postal zip code for the street address of the branch.
		This data element is reported to PLSC.
143.	Zip code extension	The four-digit postal zip code extension for the street address of the branch.
		This data element is reported to PLSC.
144.	County	County in which the branch or outlet is located.
		This data element is reported to PLSC.
145.	Phone number	The telephone number of the branch, including area code. Report telephone number without spacing or punctuation.
		This data element is reported to PLSC.
146.	Fax number	The fax phone number of the branch (if available), including area code. Report fax number without spacing or punctuation.

This data element is reported to PLSC.

147. Name of librarian or branch head   The name of the person responsible for on-site management of the branch. The person who fills this role may not have the title "branch head" or "librarian". Report the name of the person who oversees staff and facilities at the branch, regardless of his or her job title.

148. Email address   The complete email address of the person named above as branch head above, or the email address for the branch itself. If neither the branch nor the branch head has an email address, leave this field blank or "N/A".

149. Building square feet   Provide the area, in square feet, of the public library outlet (main library or branch). Report the total area in square feet for each library outlet (main library or branch) separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

This data element is reported to PLSC.

150. FTE staff   Total full-time equivalents of staff assigned to this outlet. Include all positions assigned to the outlet, whether those positions are filled or not. To compute FTE, take the number of hours worked per week by all employees and divide it by 40. Example: four employees working 12 hours per week would be considered 1.2 FTE (4 x 12/ 40 = 1.2)

151. Hours of operation   Enter the library's regular weekly schedule here. You may also include summer or other special hours. Examples: M-F: 8: 00 a. m. -5: 00 p. m. or T-Th: 2-8 pm; F: noon-5 pm; Sat: 9 am-noon; Sun: 2-5 pm (Labor Day -Memorial Day)

152. Public service hours per year   This is the number of annual public service hours for outlets (reported individually by central, branch, bookmobile and Books by Mail Only)

For each bookmobile, count only the hours during which the bookmobile is open to the public. For administrative entities that offer ONLY books by mail service, count the hours that the outlet is staffed for service. Minor variations in public service hours need not be included. Extensive hours closed

to the public due to natural disasters or other events should be excluded from the count.

This data element is reported to PLSC.

153. Number of weeks library outlet is open

This is the number of weeks during the year that an outlet was open to the public.

For each bookmobile, count only the weeks during which the bookmobile is open to the public. For administrative entities that offer ONLY books by mail service, count the weeks that the outlet is staffed for service. The count should be based on the number of weeks that a library outlet was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded from the count. Do not calculate based on total number of service hours per year at the outlet level. For example, by dividing total hours by the average hours open per week. Round to the nearest whole number of weeks. If the library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

This data element is reported to PLSC.

154. PLSC ID

Identification code assigned to the administrative entity, with a unique suffix added to distinguish each branch.

Note: This field is completed by State Library and should not be edited.

155. PLSC SEQ

Code suffix added to distinguish each branch.

Note: This field is completed by State Library and should not be edited.

156. LIB ID

State-assigned identification code for the branch.

Note: This field is completed by State Library and should not be edited.

157. Outlet type code

An outlet is a unit of an Administrative Entity that provides direct public library service. Select one of the following: CE = Central Library, BR = Branch Library, BS = Bookmobile (s).

This data element is reported to PLSC.

158.	Number of bookmobiles	The number of bookmobiles in the bookmobile outlet record. Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if 157. Outlet Type Code is BS -Bookmobile (s). A bookmobile is defined as a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count the number of vehicles in use, not the number of stops the vehicle makes.

This data element is reported to PLSC.

Notes: If the library has more than one bookmobile, you may have a separate outlet record for each bookmobile or have one bookmobile outlet record and enter the total number of bookmobiles in this data element. Do not count other mobile units used for library programming that do not meet the definition of bookmobile above.

159.	Metropolitan status code	Select one of the following: CC = Within the city limits of the central city of a Metropolitan Area; NC = Metropolitan Area, but not within central city limits; NO = Not in a Metropolitan Area; UK = Unknown.

This data element is reported to PLSC.

Note: The State Data Center's map of NC Metropolitan Areas is available at
http://www.osbm.state.nc.us/ncosbm/facts_and_figures/census//maps/mesa.html
For bookmobiles, report the code which best describes their primary service area.

PLSC CODES

These data elements are reported to PLSC and are used to identify characteristics of the library system for comparative analysis. These values do not usually change from year to year. If changes are needed, please contact Laura O'Donoghue, State Data Coordinator, at 919-807-7419.

160.	PLSC ID	This is the identification code assigned by PLSC. Outlets are assigned the same ID as the administrative entity to which they belong, with a unique suffix added to distinguish each outlet.

161.	LIB ID	This is the state-assigned identification code for the administrative entity or outlet.
162.	Interlibrary relationship code	Select one of the following: HQ = Headquarters of a System, Federation, or Cooperative Service; ME = Member of a System, Federation, or Cooperative Service, but not the headquarters; NO = Not a Member of a System, Federation, or Cooperative Service. NOTE: North Carolina libraries are all "NO".
163.	Legal basis code	The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library. Select one of the following: CI = Municipal Government (city, town or village); CO = County; CC = City/County; MJ = Multi-jurisdictional; NL = Native American Tribal Government; NP = Non-profit Association or Agency; SC = School District; SD = Special Library District (authority, board, commission); OT = Other. Note: Put city/county combinations under 'CC', rather than under Multi-jurisdictional.
164.	Administrative structure code	This code identifies an autonomous library entity that has its own governance and funding. Select one of the following: MA = Administrative entity with multiple direct service outlets where administrative offices are separate; MO = Administrative entity with multiple direct service outlets where administrative offices are not separate; SO = Administrative entity with a single direct service outlet.
165.	PLSC public library definition	Answer yes or no to the following question: Does this public library meet all the criteria of the PLSC public library definition? A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following: 1. An organized collection of printed or other library materials, or a combination thereof; 2. Paid staff; 3. An established schedule in which services of the staff are available to the public; 4. The facilities necessary to support such a collection, staff, and schedule; and 5. Is supported in whole or in part with public funds.
166.	Geographic code	Choose the code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service

provider: CI1 = City (exactly); CI2 = City (most nearly); CO1 = County (exactly); CO2 = County (most nearly); MA1 = Metropolitan Area (exactly); MA2 = Metropolitan Area (most nearly); MC1 = Multi-County (exactly); MC2 = Multi-County (most nearly); SD1 = School District (exactly); SD2 = School District (most nearly); OT = Other. NOTE: The geographic code selected should reflect the library's Legal Service Population.

167.   Legal service area boundary change

Answer yes or no to the following question: Did the administrative entity's legal service area boundaries change since last year?

Note: Changes are likely to result, for example, when a municipality annexes land or when an administrative entity contracts to provide public library service for some additional geographic area other than the geographic area for which it was established (e.g., a municipal library contracts to serve county residents).

168.   Population of the legal service area

The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: This data is updated by State Library staff prior to PLSC submission.